



## Job description

Job title	Artworker
Department	Design Studio
Contract	Permanent
Salary	£27,251 per annum
Hours	Full-time, 36 hours per week
Location	Millbank
Reporting to	Senior Designer

## Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

## About the role

This is a great opportunity to join the Design team at one of the world's leading art institutions.

We are looking for someone to create and prepare print and digital artwork for all four Tate sites, including marketing campaigns, exhibition and display interpretation, events promotion, information resources and wayfinding working to established templates and guidelines. You will work collaboratively with all colleagues to provide solutions working to Tate's brand and style guidelines.

You are proficient in using Adobe design software, have strong organisational and communication skills, able to work to a brief and comfortable receiving feedback from colleagues and stakeholders with the ability to work quickly and accurately to tight deadlines.

## About your team

The Tate Design Studio works across all of Tate. The Studio works to create intelligent, original, beautifully executed design that upholds Tate's reputation as a leader in the visual arts and helps us to attract, communicate with, and delight audiences.

The Design Studio is part of the Audiences & Innovation Division which brings together Tate's public facing teams to drive audience reach, reputation, and revenue. The Studio manages design, print production and many elements of digital production for all four Tate galleries and subsidiary companies, across a wide range of departments including Marketing, Membership, Curatorial, Visitor Communications, Development, and Tate Eats.

Design work includes every touch-point with audiences – including advertising creative, digital design, exhibition graphics, Tate Etc. magazine and corporate publications, on-site signage, visitor resources, restaurant and café identities, corporate communications, and some commercial merchandise.

## What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

## What you will do (Main Duties and Responsibilities)

- Responsible for creating artwork from scratch and rolling out existing creative designed by other designers in the team across a wide range of formats, always working to Tate's brand and style guidelines.
- Artwork on a range of material such as press adverts, flyers, leaflets, booklets, promotional events posters, digital banners, gifs, programmes, temporary signage and wayfinding material, interpretative material for exhibitions and displays, large-print

guides and templates for information resources for front-of-house gallery staff, and using established templates.

- Responsible for artwork files so that they are prepared and ready for external printing.
- Collaborate with other departments across all four Tate galleries including Marketing, Membership, Curatorial, Visitor Communications, Development, Commerce, Learning and Tate Eats, updating them on jobs as they progress.
- Ensure that production schedules are met by working to tight deadlines and organising and prioritising your workload.
- Support designers and Production Manager with installations.
- Liaise with external suppliers, including printers and installers as required.
- Manage and monitor the use of printing consumables for in-house printers.

## What you will bring to the team

- Graphic design qualifications or background with evidence of superb layout skills.
- Experience of working in a busy creative environment, cultural sector institution or design studio.
- A keen and precise typographic eye and a passion for typesetting, with experience of working to existing type guidelines.
- Proven experience working with graphic designers to translate their creative into deliverable assets.
- Excellent knowledge of design software, including Adobe Creative Suite (CC) in particular InDesign, Illustrator, Photoshop. After Effects and MS Office knowledge also required.
- Demonstrable knowledge of print production processes with the ability to check and prepare files for printing with external suppliers.
- Strong organisational and prioritising skills with the ability to work quickly, confidently, and accurately to tight deadlines with good attention to detail.
- Excellent communication skills and confidence to liaise with a wide range of individuals, including colleagues at Tate and other internal and external suppliers.
- A supportive and collaborative team working style with the ability to work with a range of colleagues to achieve and deliver results.
- Champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work.
- An interest in and commitment to the work of Tate.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

## Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

## Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues)
- A pension scheme with generous employer contributions
- Life Assurance and Income Protection for DC scheme members
- Interest-free Season Ticket Loan
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours
- Discounts on items purchased in the Tate shops
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

Receipt of satisfactory references covering the last 3 years of your employment or education.

- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

## How to apply

Our opportunities are open for you to apply online. Please visit:

[www.tate.org.uk/about/workingattate/](http://www.tate.org.uk/about/workingattate/) to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 9 July 2024 by midnight. Interviews will be held on week commencing 29 July 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

